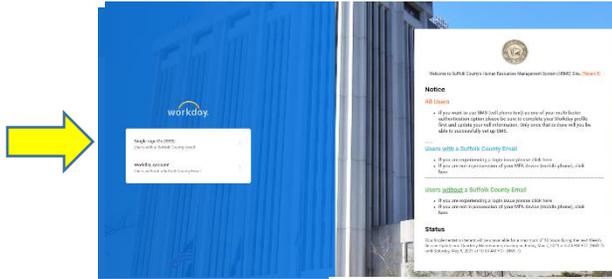


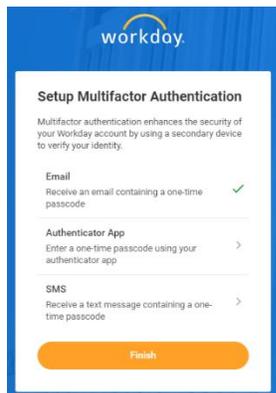
## How to Login to Workday

1. Start the process from the Workday Login screen. Here current employees will click on the Single Sign-On (SSO) button.



2. The County's log-in screen will appear with your credentials already filled in. Click the **Sign In** button.

**Note:** If you have not set up Multi-Factor Authentication (MFA) at this point you will be presented with the Setup Multifactor Authentication screen.



- One by one, click on each option and follow the instructions provided.

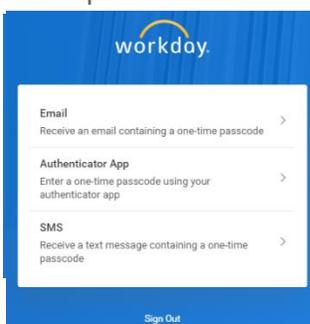
**Note<sup>1</sup>:** For each option, you will be asked to enter a unique 6-digit code that will be provided to you to complete that option's setup.

**Note<sup>2</sup>:** A checkmark will display to the right of each option that has been successfully set up.

**Important:** Do NOT click the **Finish** button until you have set up **ALL** the MFA options you intend to use.

**Note<sup>3</sup>:** Once you do click the **Finish** button you will be logged into Workday and taken to the Homepage.

3. For all subsequent Workday Logins, you will be presented with the MFA available options screen.



4. Select the option of your choice and enter the unique six-digit code it returns to you.
5. Workday will then display the Home Page, which is your jumping-off point for all Workday functions.